



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: LAUNDRY WORKER

SALARY RANGE:	\$ 2,402 - \$3,007 per month* <small>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Permanent / Full-Time*
PROGRAM/DEPARTMENT:	General Services Department
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Under the general direction of the Laundry Supervisor II, the Laundry Worker performs work in the receipt, storage and inventory for the issue of laundry goods. The Laundry Worker performs journey person work and is responsible for filling orders using clean linens and personal clothing from the Prison Industries Authority (PIA), adding new stock and disposable goods as necessary; completing written orders for the residences and ancillary sites of the facility; filling call-in orders due to outages and delivering immediately; keeping daily inventory; inventories stock for issue and reordering bulk stock; moves stock within the laundry from bulk storage areas to issue areas; rotates older stock as newer stock is received; moves stock in order to permit periodic cleaning; processes delivery of clean laundry to residential and training sites; pushes 18-bushel poly bins up a ramp which attaches to a bin dumper to consolidate the laundry into 48-bushel poly bins; pushes larger bins up ramp onto PIA truck for transport to the PIA laundry in Vacaville; maintains and cleans equipment and work/storage areas by performing daily, weekly, and monthly checks of servicing of equipment to assure personal safety and equipment longevity; cleans storage areas; collects soiled laundry seven days per week; operates designated laundry trucks to collect soiled laundry with an average capacity of 80 bins; receives non-PIA goods; receives hospital linens, sheets, towels, pillowcases, blankets, washcloths, mattress pads, bibs which are then delivered to either the laundry or the Main Storeroom; uses a hand truck, pallet jack, or forklift to properly handle and move the goods to designated storage areas or for use within the laundry. The Laundry Worker also assists in the receiving and checking of bills of lading against purchase orders verifying items and quantities received; cleaning using high-temperature water with sanitizing chemicals to clean poly bins; high pressure air cleaning is performed to clear accumulated lint and debris in the building; performs other duties as indicated.

WHO MAY APPLY:

A Training and Development Assignment (T&D) will be taken into consideration when filling this vacancy if the criteria are met. Applicants may also possess Civil Service Eligibility in the following ways: list eligibility, lateral transfer or reinstatement to California State Civil Service. The minimum qualifications of the classification must be met in order to qualify for the latter. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Applicants must indicate their eligible status in the title section of the Employment Application (STD-678). For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website above. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Sonoma Developmental Center
Human Resources Department – Room 124
15000 Arnold Drive / PO Box 1493
Eldridge, CA 95431

(707) 938-6650 Contact Karrie Hubbenette, HGSA-II with questions specific to essential functions of the position only.
Civil Service Eligibility will be determined by the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

Faxed applications, applications submitted electronically, those without a signature or current date, incomplete applications, and resumes not accompanied by official form STD-678 will not be accepted.

BRD: 08/07/15; FFD: Until Filled; Class Code: 2116; CBID R15 Non-Deep